330.30

WIC Data System Reports

Overview

Introduction   This policy describes the standards for report layout and generation.

Standard format   All reports are designed for letter size paper. Report headers and footers are standard; no special graphics are used.

Report headers   Headers will contain the features listed in the table below.

Position	Item	Definition
Center 1	Report Title	—
Center 2	Time Frame	Specified by the person that generated the report
Right side	Print Date	Date the report was printed

Report footers   Footers will contain the features listed in the table below.

Position	Item	Definition
Center	Page Number	—
Right side	Report Name Last Modified Date	Date reflects when the report layout was last modified

Report generation   Reports are generated from the Reports database, a copy of the main database used specifically for reporting. This replicated database contains OLTP replicated tables that are populated by MS SQL server replication.

Overview, Continued

Printing reports

To print a report as it appears on the screen, follow the steps in the table below.

Step	Action
1	Open the desired report.
2	On the Tool Bar at the top of the screen, click on the arrow next to the "Save" icon.
3	Choose the desired application.
4	When the file has been created, name the file and save it in the desired location.
5	Open the file and print as usual.

Notes:

Export reports to Excel or CSV file format when you want to extract portions of a report or do additional data analysis. These formats are not appropriate for printing because the report formatting is not maintained.